

**Department of Anthropology
Research School of Pacific & Asian Studies (RSPAS)
Australian National University (ANU)**

Information for Prospective and Entering PhD Students

*The following information was last updated in **November 2009** and is subject to revision without notice. It is for prospective postgraduate students in Anthropology (RSPAS) only, and should be read in conjunction with the information contained separately in the Anthropology Graduate Programme Guide.*

Welcome to the Department of Anthropology. Postgraduate students who are enrolled in the Department of Anthropology RSPAS belong to the ANU-wide Anthropology Graduate Field of Study, along with students formally enrolled in several other departments and centres. However as RSPAS postgraduates, students enrolled in the Department of Anthropology receive most of their support from staff and resources based here.

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For general information about postgraduate study and research at the ANU, students are directed to *Information for Prospective Graduate Research Students* issued by the Graduate School, The Australian National University, which covers information relating to:

- orientation, admission, enrolments and scholarships
- the requirements of a research degree and thesis
- supervision
- other university resources and services

You can find Information on Graduate study at the ANU on the web at:
http://studyat.anu.edu.au/graduate_research.html

1. Arrival to the Department

Students joining the Anthropology Department, RSPAS are expected to arrive in Canberra and report to the departmental office (Coombs Room 7207) no later than 31 March in the year they begin their doctoral studies. This is important because from that date all new students are expected to participate in the First Year Induction run by the Department and the Anthropology Graduate Programme, beginning in the first week of April. Students who find they are unable to arrive by 31 March should alert the Departmental Administrator, Fay Castles (fay.castles@anu.edu.au) as early as possible.

Departmental staff seek to have office space, computer, library card, access to email, fax, mail etc. ready for newly enrolling students upon their arrival in Canberra so that they can begin their work as early as possible. This requires, however, that new students notify the Departmental Administrator, Fay Castles, *at least one week prior of the exact date of their arrival in Canberra*. Students who appear in the Department without providing prior notice of their arrival may have to wait for one or two weeks before office space, computer access, and other support facilities can be arranged for them.

At the time of the arrival (if not arranged previously), new students will be assigned a provisional Supervisor to whom they can turn for academic advice while they familiarise themselves with the Department, School and University. Later in their first year, all students will be required to nominate an academic Panel consisting of a Principal Supervisor, Associate Supervisor, and at least one Advisor (further details of Panel composition, selection, duties, etc. are provided after students' arrival).

2. Life in Canberra

Situated close to Canberra's Civic centre, students and staff at the ANU are close to the numerous social, cultural, governmental and civic activities that mark the annual calendar of the national capital as well as the recreational attractions of the South Coast and the Snowy Mountains. For more information on the ANU and life in and around Canberra, visit <http://www.anu.edu.au/about/>

3. Office Space

Once enrolled in the Research School, Anthropology postgraduate students are provided with office space for their work. Because office space in RSPAS is at a premium newly enrolled students are allocated shared office space in the

<http://rspas.anu.edu.au/anthropology/>

period leading up to their major fieldwork, usually undertaken near the end of their first year.

4. Facilities

The Department provides considerable support for postgraduates' research as regards IT and other services:

- University and Department Library privileges.
- Stationary supplies.
- Fieldwork equipment (see details below).
- Use of telephone for local calls.
- Access to fax for research purposes.
- Exclusive use of a desktop computer.
- Shared scanner and CD burner facilities.
- Full access to the Internet and ANU email facilities in accordance with the ANU's IT Policies and Rules.
- Printer/copier facilities including 10,000 free prints during the term of their course. The tally of 10,000 total free prints allocated to each student excludes the 400 free pages per semester provided by the University's Information Commons. It is each student's responsibility to avail themselves of the 400 free pages available to him/her each semester through the Information Commons. Above the 10,000 page limit, a \$.03 charge per page is incurred.
- Free advice to help you make appropriate decisions on IT needs or purchases before arrival (see IT Advisor under Departmental Staff).

5. Departmental Staff

The Department's staff includes both academic and support staff members. Academic staff in the Anthropology Department are:

Dr Assa Doron
Dr Andy Kipnis
Dr Stephan Lorenzen
Dr Andrew McWilliam
Prof Mark Mosko (Head of Department)
Prof Kathy Robinson
Dr Alan Rumsey
Dr Chris Shepherd
Prof Nick Tapp
Dr Philip Taylor
Dr Phillip Winn

As Head of Department (HoD), Mark Mosko is responsible for the Department's academic programme including (along with Supervisors and the Convenor of the Graduate Field of Studies) matters regarding the training and supervision of enrolled postgraduates.

Additional anthropologists on the staff of RSPAS who have various affiliations with the Department of Anthropology as regards graduate supervision and training, seminars, joint research, etc. include:

Dr Chris Ballard, Pacific and Asian History
Dr Richard Eves, State, Society and Governance in Melanesia Project
Dr Colin Filer, Resource Management in Asia Pacific
Prof James Fox, Resource Management in Asia Pacific (retired)
Dr Nicole Haley, State, Society and Governance in Melanesia Project
Dr Peter Jackson, Pacific and Asian History
Prof Margaret Jolly, Gender Relations Centre
Dr Andrew Walker, Resource Management in Asia Pacific
Dr Michael Young, Anthropology (retired)

The Department's support staff include highly-trained professional people with technical expertise. Support staff are:

Ms Fay Castles, Departmental Administrator – Room 7207
Ms Penelope Judd, Administrative Assistant – Room 7211
Ms Helen Parsons, Editorial Assistant, TAPJA – Room 7213
Dr Stephen Meatheringham, IT Advisor – Room 7201
Mr Gary Kildea, Technical Officer, Ethnographic Film Unit – I Block

6. Ethnographic Film Unit

Anthropology (RSPAS) postgraduates who undertake ethnographic filmmaking in their doctoral research projects are eligible to receive equipment and editing lab support through the Ethnographic Film Unit headed by the Technical Officer, Gary Kildea. Those students wishing to take a video camera into the field must be able to demonstrate the relevance of videotaping to their research projects and complete the training course organised by Gary Kildea. Students intending to do ethnographic filming should consult with their Supervisor(s) and contact Gary soon after they arrive in Canberra so that they can receive the appropriate training.

7. Field Equipment

The Department maintains some field equipment which students can borrow for their field research: tape recorders, transcribers, still cameras, and (on a more limited basis) video cameras. Students can also draw on a wider range of

equipment held in the School's Integrated Field Laboratory. The IT Adviser, Stephen Meatheringham helps students with equipment loans. Students should put in their requests with Stephen at least one month prior to departing for the field to ensure that the equipment they require is available and operable.

Students are responsible for returning equipment to the Department in good working order at the completion of their fieldwork. Any breakage or malfunction should be reported when the equipment is handed in.

Please note that complementing the School's Integrated Field Laboratory, RSPAS has a wide range of technical experts in the use of digital field equipment such as Geographic Information Systems (GIS), photographic, video and audio equipment. Students are strongly encouraged to seek out this expertise in their fieldwork preparation, via their supervisor in the first instance.

8. Data Storage

Copies of students' fieldnotes, photographs and other data can be stored in the department for safekeeping. Students who are in the field can send back-up copies of their fieldnotes to Fay Castles for safekeeping.

9. Storage Facilities

Limited space is available on campus for Departmental postgraduates to store the contents of their offices while they are away in the field. See Administrator, Fay Castles, to make arrangements.

10. Thesis Production

The University's Academic Skills and Learning Centre is available to all students who require assistance with the basic skills of English writing. The Centre has proven to be a valuable resource for many thesis-writing students regardless of whether English is their first or second language.

For students whose first language is not English, the Department employs an English-writing consultant, Dr Amanda Scott, to advise students on ways to improve the presentation of their writing.

Departmental staff are also available to provide advice regarding thesis formatting and assistance in making style sheets. In addition students can get advice on available photographic reproduction, photocopying and binding services.

NOTE: You are strongly advised to seek information on all IT issues regarding thesis production as early as possible after commencing your studies, and to consult the ANU's policy paper entitled INFORMATION FOR CANDIDATES ON THE SUBMISSION AND EXAMINATION OF THESES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY which is available on the web: http://info.anu.edu.au/Policies/_REG/Guidelines/PhD_Exam_Theses.asp

11. Photography and Cartography Services

Anthropology students in RSPAS are entitled to the services provided by the School's Photography and Cartography Units for still photography and graphics associated with their fieldwork and theses.

12. Fieldwork Funding

RSPAS Anthropology students are expected to conduct a sustained period of ethnographic fieldwork as part of the research leading to their degrees. The Department seeks to ensure that each student has funds to cover airfare to and from overseas fieldsites and other research expenses. The Department's current policy is that each student who at the time of his/her initial ANU doctoral enrolment does not have dedicated fieldwork funding from externally contracted sources will be provided up to \$AUD8,500 in support of one year of field research. (This does not exclude students who come in with external support from requesting funds to cover additional legitimate expenses). Also, fees for specific training courses or workshops conducted outside the Department should be paid from individual students' \$8,500 fieldwork allocations. Because the Department's overall fieldwork budget is limited in any given year, the amount of fieldwork support available to students may have to be adjusted from time to time. Students should discuss their fieldwork budgets carefully with their Supervisors well ahead of their planned departure. Once they have enrolled, students are strongly encouraged to seek additional funding from external sources to support their research.

13. Conference Funding

The Department provides funds to support students who wish to present their research findings at professional anthropological conferences. The Department's current policy is that, with the support of their Supervisor and the HoD, every student is eligible to receive set funds for travel and accommodation at up to two national and one international conference during their tenure as a postgraduate student.

14. 'Top-up' Funding

From time to time as finances allow, the Department is able to offer 'Top-up' funding to Australian and New Zealand APA (Australian Postgraduate Award) recipients. These funds are intended for use in special circumstances only (e.g. where standard APA living allowances and other available resources are insufficient for departmental scholars to conduct their doctoral research).

15. Seminar Attendance

Two weekly Anthropology seminars - the Joint RSPAS-Faculties Wednesday morning seminar and the Friday afternoon Graduate Seminar - are considered the core of the Anthropology Graduate Programme. During their tenure at the ANU, all Anthropology RSPAS postgraduates are expected to attend both seminars on a regular basis except for the period when they are conducting fieldwork off-campus (See *Anthropology Graduate Program Guide*, section 3.3).

16. Postgraduate Induction Seminar Series

As part of the induction process, the Anthropology Graduate Programme runs a First Year Theory Seminar for all new students during First Semester. This weekly seminar is compulsory for all newly arrived Anthropology RSPAS students and begins in early April. The seminar consists of readings and critical discussions of classic and contemporary foundational works in anthropology. The weekly reading load is relatively light, consisting of two short articles or excerpts. Discussion is oriented to the relevance of the readings to students' anticipated research projects. The First Year Theory Seminar also provides an opportunity for all new students across the Programme to meet one another and familiarize themselves with each other's research projects (See *Anthropology Graduate Program Guide*, section 3.3).

At various other junctures each year the Anthropology Graduate Programme runs special seminars and workshops on field methods and ethics which are also compulsory for all first-year students. These seminars are designed to orient students to anthropological research methods and various issues to do with professional anthropological ethics.

The Department requires that all of its first-year graduate students participate in a series of Information Literacy Training workshops conducted by the Graduate Information Literacy Program (GILP) at The Australian National University. At these workshops, students acquire early competence in information searching, information management and information technology.

While participation in these induction activities is compulsory for all first year students, it is acknowledged that students' individual preliminary research projects in some instances require them to be away from Canberra for short periods during the first year (e.g. conducting short preliminary field site reconnaissance).

17. Mid-year Progress Review

Roughly mid-way through each year, students are required to complete an Annual Report outlining their progress and goals for the coming year. On the basis of this information, academic staff conduct an annual Progress Review of all RSPAS students enrolled in the programme. These discussions provide an opportunity for all departmental academic staff to be briefed on and to discuss each student's progress through the programme (see *Anthropology Graduate Program Guide*, sections. 7.2 and 7.3).

18. Monthly Departmental Tea

On the morning of the third Thursday of every month, the Department hosts a morning tea for all staff and students. At these informal social gatherings, newly arrived students and visitors are welcomed, thesis submissions and degree completions are celebrated, and all of the birthdays occurring in that month are acknowledged.

19. Monthly Departmental Meetings

One-hour departmental meetings are scheduled on the third Thursday of every month immediately following the morning tea. At these meetings, Department members are briefed on issues and policies of common concern and are given opportunities to comment and discuss. All students are individually welcome to participate in these meetings; however, students as a group select their own representative so there is a liaison between students and the Department in all matters affecting students' common interests and concerns.

20. Student Representation

RSPAS students are represented in departmental meetings and in meetings of the Anthropology Graduate Field of Studies by their own representative - ideally the same person representing students' concerns in both venues. In early April of every year shortly after the cohort of new students has arrived, the students as a body are responsible for selecting their representative(s).

21. Departmental Library

The Department maintains a library (Room 7209) which includes several journals (*Oceania*, *TAPJA*, *Current Anthropology*, etc.), various reference materials (dictionaries, encyclopaedias, computer manuals, etc.), a small collection of monographs and audio-visual material, a large file of reprints, and other miscellaneous printed matter. Departmental theses are also available to be borrowed but may not be taken outside of the Coombs Buildings. Please contact Stephen Meatheringham for access to these.

Borrowing periods are as follows:

General library material	8 weeks
Reference material	2 days
Departmental theses	2 weeks

Materials may be renewed once. Consult the library database at “*H:\anth-info\3. Anth Library database\Anth library database.enl*” to search the contents of the departmental library.

22. Tearooms

With Linguistics, Anthropology maintains a tearoom with fridge, sink, microwave and facilities for making coffee and tea.

Fresh espresso coffee, tea, and a selection of snacks can be purchased mornings and afternoons in the Coombs tearoom, which is centrally located in the building and serves as the chief gathering place for students and staff in both RSPAS and RSSS (Research School of Social Sciences).